

DEQ Regional Letterhead

Date

Applicant Name

Company Name

Address

**SENT VIA EMAIL:** [email address]

Address

RE: Joint Permit Application Number WP#-##-####

Project name, County/City, Virginia

Additional Information and Permit Application Fee Request Letter

Dear Applicant:

The Virginia Department of Environmental Quality (DEQ) received your application dated **XXX** for the above-referenced project on **date**. DEQ is evaluating your application under the Virginia Water Protection (VWP) Permit Program General Permit WP# in accordance with 9 VAC 25-(WP1 660) (WP2 670) (WP3 680) (WP4 690)-10 *et seq.* The following information is required to complete your application:

1. Please complete and return the attached Property Access Agreement for all property owners.
2. insert each item of information needed for a complete application
3. For Permit Fee: Pick one of the below:
  - a. A permit application fee of [\$] is required to complete the application. DEQ will continue processing the permit application; however, issuance of the authorization to use this VWP general permit will not occur until the required permit application fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.
  - b. A permit application fee is required for the proposed activity and to complete the application. Once the proposed impact information has been determined, DEQ will notify you of the fee amount.
  - c. Based upon the revised proposed impact information, a supplemental permit application fee of [\$] is required for the proposed activity and to complete the application. DEQ will continue processing the permit application. However, issuance of the authorization to use this VWP general permit will not occur until the required permit application fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.
4. Separate Add Info Request section if portion isn't required to complete the JPA: In addition to the above information requested to complete the permit application, please also provide the following information to assist in DEQ's review of the application: insert each item of information needed for your technical review and permit decision

The 45-calendar day processing period for authorization of the VWP General Permit WP[#] will not commence until you provide the above requested information. Please submit the information to my

[Applicant Name]  
JPA No. WP[#-##-####]  
DATE  
Page 2 of 3

attention by **DATE** [which should be 30 calendar days of the date of this letter] so that DEQ can continue to process your application. Please be advised that upon receipt of the requested information, additional information may still be required for DEQ to reach a permit decision.

**IF SPGP – IF NO SPGP, DELETE ALL REFERENCES TO SPGP**

Your application also requests verification that the proposed activities qualify for authorization under the U.S. Army Corps of Engineers' (USACE) State Program General Permit (XX-SPGP-01). In order for DEQ to determine if your project qualifies for XX-SPGP-01, the following information is required:

1. Please submit a letter from the USACE approving the jurisdictional determination and submit the approved jurisdictional map and associated data sheets.
2. DEQ requests that a survey be conducted for the federally listed [threatened/endangered] [species name] due to the potential presence of suitable habitat and the proximity of proposed activities. Please perform the survey and submit the results to DEQ. DEQ requests that you request us to temporarily suspend processing of the permit application while survey is being completed.

In accordance with the XX-SPGP-01, DEQ will initiate the following coordination with the appropriate agencies:

1. The XX-SPGP-01 permit requires that any authorized work comply with Section 106 of the National Historic Preservation Act (NHPA) and Section 7 of the Endangered Species Act. Once that review is complete, DEQ will advise you if project modification(s) or further coordination will be necessary.

**If >0.50 acre and >300 LF**

2. DEQ will coordinate your project with the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, and the USACE because the proposed permanent impacts associated with your project are greater than ½ acre of wetlands and/or 300 linear feet of stream. DEQ will inform you if additional information or project modification(s) will be necessary to address these agencies' comments.

Verification that your project qualifies for XX-SPGP-01 cannot be completed until all of the information requested in this letter is submitted and all necessary coordination is completed. Please submit the requested information to my attention by **DATE** [should be 30 calendar days of the date of this letter]. All inquiries on the status of the coordination required under XX-SPGP-01 should be directed to my attention.

Please contact me by phone at XXX-XXX-XXXX or by email at XXXX @deq.virginia.gov if you have any questions or concerns regarding this request. Thank you for your cooperation in this matter.

Respectfully,

[Applicant Name]

JPA No. WP[#-##-####]

DATE

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Permit Writer

VWP Permit Writer

Enclosure: Property Access Agreement; Permit Application Fee Form [if applicable]

Cc (by e-mail):

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

DEQ Regional Letterhead

Date

Applicant Name

Company Name

Address

Address

**SENT VIA EMAIL:** [email address]

RE: Joint Permit Application Number ##-####  
Project name, County/City, Virginia  
Additional Information and Permit Application Fee Request Letter

Dear Applicant:

The Virginia Department of Environmental Quality (DEQ) received your application dated **XXX** for the above-referenced project on **date**. DEQ is evaluating your application under the Virginia Water Protection (VWP) Permit Program, in accordance with 9 VAC 25-210-10 *et seq.* The following information is required to complete your application:

1. Please complete and return the attached Property Access Agreement for all property owners.
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3. For Permit Fee: Pick one of the below:
  - a. A permit application fee of [\$] is required to complete the application. DEQ will continue processing the permit application; however, a draft permit cannot be issued until the required permit application fee is deposited by the DEQ Receipts Control department. Checks or money orders should be made payable to the Treasurer of Virginia. Do not send cash. Please complete the enclosed Permit Application Fee Form and mail with the designated fee to the following address: DEQ, Receipts Control, P.O. Box 1104, Richmond, Virginia 23218.
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4. Separate Add Info Request section if portion isn't required to complete the JPA: In addition to the above information requested to complete the permit application, please also provide the following information to assist in DEQ's review of the application: insert each item of information needed for your technical review and permit decision

Please submit the information to my attention by **DATE** [which should be 30 calendar days of the date of this letter] so that DEQ can continue to process your application. Please be advised that upon receipt of the requested information, additional information may still be required for DEQ to reach a permit decision.

[Applicant Contact Name]  
JPA/VWP Permit No. ##-####  
DATE  
Page 2 of 3

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Verification that your project qualifies for XX-SPGP-01 cannot be completed until all of the information requested in this letter is submitted and all necessary coordination is completed. Please submit the requested information to my attention by **DATE** [should be 30 calendar days of the date of this letter]. All inquiries on the status of the coordination required under XX-SPGP-01 should be directed to my attention.

Please contact me by phone at XXX-XXX-XXXX or by email at XXXX @deq.virginia.gov if you have any questions or concerns regarding this request. Thank you for your cooperation in this matter.

Respectfully,

Permit Writer

[Applicant Contact Name]

JPA/VWP Permit No. ##-####

DATE

Page 3 of 3

VWP Permit Writer

Enclosure: Property Access Agreement; Permit Application Fee Form [if applicable]

Cc (by e-mail):

[Agent Name], [Company]

[Contact Name], U.S. Army Corps of Engineers

[Contact Name], Virginia Marine Resources Commission [if applicable]

## VWP PRE-APP/JPA ON-SITE INSPECTION REPORT

<b>Project Name:</b>	<b>Application #:</b>
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**Section 1 – General Information**

Inspection Information			
<b>Inspector:</b>	<b>Inspection Date</b>	<b>Report Date</b>	<b>Arrived On Site:</b> AM / PM
	/ /	/ /	
<b>Weather Conditions:</b> (Indicate conditions that may have a bearing on the site visit. <i>Example:</i> 10 in. of rain fell within the 3 days prior to the site visit or the project site is located within a declared drought area.)			<input type="checkbox"/> SPGP <input type="checkbox"/> Reporting Only
<b>On-site Reps:</b> (Or note if sign-in sheet is attached)			
Project Information			
<b>Applicant Name:</b>			
<b>Project Physical Location:</b>			
<b>City:</b>	<b>County:</b>		
Impacts Map or Documents Used			
(Indicate impacts map name used for site visit and the Joint Permit Application or other documents). (Please Include dates for documents.)			
(Expand this area as necessary)			

**Section 2 – Site Observations and Narrative**

Inspection Observations									
<input type="checkbox"/> The site appears consistent with information denoted in the JPA and any additional submittals that were provided. (Delete Section 3 then sign/date inspection report unless additional observations were made.) <b>-OR-</b>									
<input type="checkbox"/> The site did not appear as denoted in the JPA. (Please continue to Section 3 of Inspection Report.)									
Photo(s) Attached?		Yes		No	How many photos?		Graphics Attached?		No
<b>Narrative:</b> (Insert detailed factual observations denoted on site visit. Make as few assumptions as possible.) <b>NARRATIVE EXAMPLE:</b> The JPA and wetland delineation provided with the JPA indicated a PFO located at impact Location 1. However, during the site visit, it was observed that the PFO also had a stream channel (outlined in the graphic section below) flowing through it. See photo section below. (Expand or delete this area as necessary)									

**Section 3 –Photos and Graphics**

PHOTO #1 Expand & Insert Photo Here ORIENTATION: Example: Southwest of impact 1 NOTES: Example: Appears to have stream channel flowing through PFO. Stream channel is approx. 1 ft. wide and 200 ft. long prior to connecting to channel downstream of impact 1. (Copy information for photo above and expand in this area as necessary or delete if no photos)
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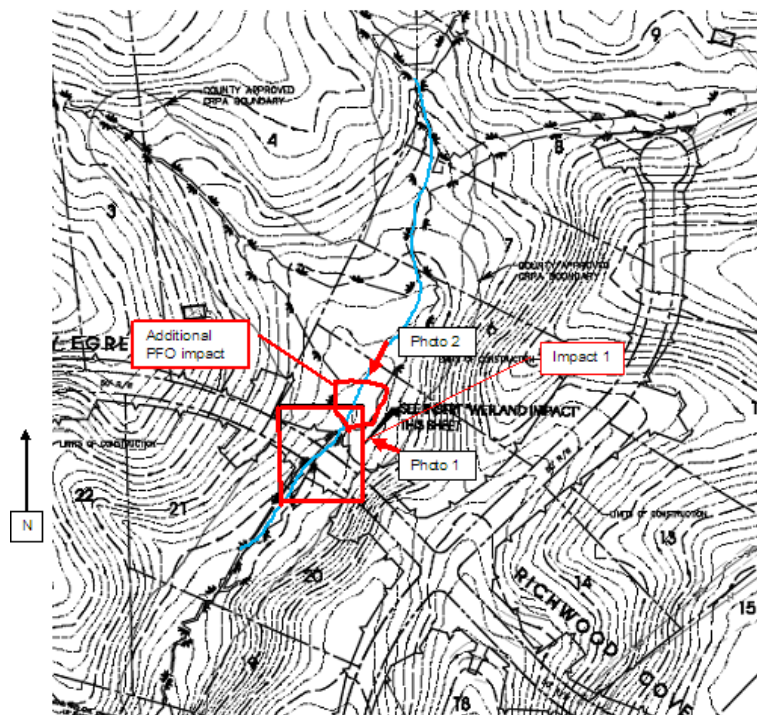
## VWP PRE-APP/JPA ON-SITE INSPECTION REPORT

Project Name:

Application #:

Expand This Section & Insert Graphics here) **NOTE:** to see what type of graphics should be displayed in this section please click on sample below and enlarge to see the details – then delete the sample and insert your own graphic.

Graphic:



- Sample Graphics

Comments:

Inspector's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### NOTE:

1. Please make sure all RED instructional notations are removed before signing the inspection report.
2. Expand narrative sections as needed.
3. Expand Section 3 as needed for photos or graphics or delete Section 3 to bring up the signature box to conserve paper.
4. Remove "template" watermark from your report.



## VWP PRE-APP/JPA ON-SITE INSPECTION REPORT

<b>Project Name:</b>	<b>Application #:</b>
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**Section 1 – General Information**

Inspection Information			
<b>Inspector:</b>	<b>Inspection Date</b> / /	<b>Report Date</b> / /	<b>Arrived On Site:</b> AM / PM
<b>Weather Conditions:</b>			<input type="checkbox"/> <b>SPGP</b> <input type="checkbox"/> <b>Reporting Only</b>
<b>On-site Reps:</b>			
Project Information			
<b>Applicant Name:</b>			
<b>Project Physical Location:</b>			
<b>City:</b>		<b>County:</b>	
Impacts Map or Documents Used			

**Section 2 – Site Observations and Narrative**

Inspection Observations									
<input type="checkbox"/> The site appears consistent with information denoted in the JPA and any additional submittals that were provided.									
<input type="checkbox"/> The site did not appear as denoted in the JPA.									
Photo(s) Attached?	Yes	No	How many photos?		Graphics Attached?	Yes	No		
<b>Narrative:</b>									

DEQ [Regional] Office  
[Street Address]  
[City, VA Zip]  
[Phone]



## VWP PRE-APP/JPA ON-SITE INSPECTION REPORT

Project Name:	Application #:
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### Additional Notes

DEQ Regional Letterhead

[Date]

[Applicant Contact Name]

Company

Address

Address

**SENT VIA EMAIL:** [enter email address]

RE: Joint Permit Application Number WP4-**XX-XXXX**  
**Project Name, County**, Virginia  
Notice of Pending Administrative Application Withdrawal

Dear [Applicant Contact Name]:

The Virginia Department of Environmental Quality (DEQ) received your application for the above-referenced project on **DATE**. Upon review of the application, DEQ found that your application was incomplete and that additional information was required to continue the permit process. Our **DATE** letter (copy enclosed) notified you of this deficiency and the need to provide the requested information in a timely manner. Because DEQ did not receive the requested additional information, the application process was suspended on **DATE**.

Please be advised that if the requested additional information is not received by **DATE**, the application will be administratively withdrawn in accordance with 9 VAC 25-(**210-80**), (**WP1 660-60.D**) (**WP2 670**) (**WP3 680**) (**WP4 690**)-60.E. After this withdrawal, should you choose to proceed with the same or similar project; another permit application along with a permit application fee will be required. Please be advised that impacts to surface waters taken without a VWP permit is a violation of state law.

DEQ is willing to meet with you to discuss the required additional information as summarized in the above-referenced letter and to assist you in obtaining this information. Please contact me at your earliest convenience by phone at (703) 583-**XXXX** or by email at **XXX@deq.virginia.gov**.

Respectfully,

**Permit Writer Name**

VWP Permit Writer

cc: **Consultant - VIA EMAIL**  
**Name**, U. S. Army Corps of Engineers, **Fredericksburg, Dumfries, Potomac, Warrenton Field**  
**Office – VIA EMAIL**

## Single and Complete Worksheet

Please complete the below table to aid in the determination if the project is single and complete.

Project Name:	<b>YES</b>	<b>NO</b>
JPA Number:		
1. Does the project rely on the infrastructure (utilities, roadways) of an adjacent project?		
2. Does the economic viability of the project rely on future or existing development that will impact or had impacted surface waters?		
3. Does the project depend on the impacts authorized under another closely related permit?		
4. Is the project part of the zoning for a larger parcel?		
5. Do other portions of the larger parcel have or require a Permit?		
6. Is the project related to another permitted project through proffers?		
7. Is the project part of Phased Subdivision?		
8. Are the projects owned by the same owner/developer or partnership or other association of owners/developers?		
8a. If yes, when was the parcel purchased in relationship to other property.		
If the project is related to another project, please provide the project's name(s) and permit number(s) (if applicable):		
Other:		
Other:		
<b>Can this project be considered single and complete from other related projects?</b>		
<b>Do the impacts associated with this project need to be considered cumulative with the related projects? If yes, what projects?</b>		